

# EMPLOYEE TRANSFER FORM

**PLEASE TYPE OR PRINT LEGIBLY**

NAME: \_\_\_\_\_

LAST FIRST MIDDLE

SOCIAL SECURITY NUMBER:

**Signature**

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**FEES:** PLACE AN “X” IN THE SQUARE NEXT TO THE TYPE OF REGISTRATION FOR WHICH YOU ARE TRANSFERRING. **YOU MUST HAVE A CURRENT BACKGROUND CHECK DATED WITHIN SIX MONTHS FROM YOUR LAST BACKGROUND CHECK.** IF YOUR BACKGROUND CHECK ISN’T CURRENT, A TOTAL OF \$38.50 FOR BOTH, THE STATE BACKGROUND CHECK (\$22.00), FEDERAL BACKGROUND CHECK (\$14.50 + \$2.00), AND TWO FINGERPRINT CARDS **MUST BE INCLUDED WITH THE TRANSFER FEES.**

<input type="checkbox"/>	COMMISSIONED SECURITY OFFICER	FEE \$20.00	CODE 20011
<input type="checkbox"/>	PRIVATE SECURITY OFFICER	FEE \$20.00	CODE 20011
<input type="checkbox"/>	REGISTRANT P.I.	FEE \$75.00	CODE 20011
<input type="checkbox"/>	ALARM SYSTEMS AGENT	FEE \$20.00	CODE 20011
<input type="checkbox"/>	ALARM SYSTEMS MONITOR	FEE \$20.00	CODE 20011
<input type="checkbox"/>	ALARM SYSTEMS TECHNICIAN	FEE \$20.00	CODE 20011
<input type="checkbox"/>	STATE BACKGROUND CHECK	FEE \$22.00	CODE 82006
<input type="checkbox"/>	FEDERAL BACKGROUND CHECK	FEE \$14.50	CODE 80007
<input type="checkbox"/>	FEDERAL BACKGROUND CHECK	FEE \$2.00	CODE 80006

COMPANY TRANSFERRING  
FROM:

LICENSE NUMBER:

The person transferring has returned all company property and the state registration card.

**OWNER/ MANAGER SIGNATURE:** Sign: \_\_\_\_\_  
Date

Print: \_\_\_\_\_

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COMPANY TRANSFERRING

TO: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_

I intend to hire the above individual in a position that requires registration and have received the training records from the former company (if required). I also understand that I am required to submit an employee new hire form within 7 days of hiring this individual.

**OWNER/MANAGER SIGNATURE:** Sign: \_\_\_\_\_  
Date

Print: \_\_\_\_\_